

PURCHASE

Congratulations on the purchase of your new home. The following is a list of items that are required for your Lender to proceed with your application for a new mortgage. In order that we may expedite matters as quickly as possible, could you please have these with you for your meeting with your lender.

- Agreement of Purchase and Sale of New Property
- MLS Listing
- Unconditional Sale of Current Residence
- Verification of Down Payment and 1.5% Closing Costs- Gift Letter/Bank Statement showing deposit or 3 months bank statements showing accumulation of funds/RRSP/Stocks, Bonds, GICs etc.
- Signed Gift Letter and Bank Statement showing deposit- 15 days prior to closing
- Copy of Recent Mortgage Statement from Current Lender
- Pre-Authorized Cheque Form and Void Cheque
- Written credit rating from current mortgage holder or copy of 12 month's personal bank statements confirming 0x30, 0x60, 0x90 payment history
- Proof of Income
 - letter from employer confirming position, term of employment and annual gross income
 - if including overtime/bonus/commissions, provide previous year's Notice of Assessments, T4's and/or T1 Generals, and/or Computerized year-to-date Pay Stub
 - if self-employed, the lender will require 3yrs T1 Generals and 3yrs Income Tax Returns/Notice of Assessments
 - pension income- 3 months bank statements
 - separation or divorce agreement
 - if rental income is used, please provide a copy of the leases or tenancy agreements

CONTACT: _____
OFFICE (519) _____ FAX (519) _____